

100.01	Introduction
100.02	Organization of Manual
100.03	Exhibits

Key to Icon



Web site.*

100.01 Introduction

The Environmental Procedures Manual (EPM) provides guidance for complying with federal, state, and local environmental laws and regulations and WSDOT policy during all phases of the Washington State Department of Transportation (WSDOT) Transportation Decision-Making Process, which includes Transportation Planning, Project Scoping and Programming, Design and Environmental Review, Environmental Permitting and PS&E (Plans, Specifications, and Estimates), Construction, and Maintenance and Operations, and Property Management. A general statement of WSDOT Environmental Policy is provided at:



<http://www.wsdot.wa.gov/environment/EnvPolicyStatement.htm>

The manual applies to facilities that are owned and operated by the WSDOT: the state highway system, ferry system, state-owned airports, state-sponsored rail system, and maintenance facilities. Cities, counties, other local agencies and private transportation entities may also use the EPM for guidance on their transportation facilities, either voluntarily or as required under WSDOT's *Local Agency Guidelines* (M 36-63).

The intended users of the manual are WSDOT staff, consultants working on WSDOT projects, and other state and local staff working on transportation-related facilities. The manual is primarily a technical resource focused on the “how to” of environmental review and permitting as required by the National Environmental Policy Act (NEPA) and State Environmental Policy Act (SEPA) and other laws and regulations. In addition to technical guidance, the manual provides background information on environmental laws, interagency agreements, and WSDOT policy statements to aid in interpreting the numerous mandates. Understanding a law’s history and intent may aid the user in properly interpreting its application. The manual also lists resources for further information and assistance in complying with the technical requirements. One such resource for in-depth guidance on a variety of environmental topics related to transportation is the American Association of State Highway and Transportation Officials (AASHTO) Center for Environmental Excellence web site located at:



<http://environment.transportation.org/indexnew.asp>

The manual revises and replaces the previous September 2004 EPM (M 31-11). The new manual relies extensively on resources available through the Internet. In most

* Web sites and navigation referenced in this chapter are subject to change. For the most current links, please refer to the online version of the EPM, available through the WSDOT Environmental Services Office (ESO) home page: <http://www.wsdot.wa.gov/environment/>

cases these are agency web sites with information on the regulatory process and requirements. The revised manual is available and will be available on WSDOT's *Engineering Publications* CD ROM in March 2006, and through the WSDOT Environmental Services Office (ESO) web site listed below. In either format, the new EPM is available as a complete file or as a group of separate chapter and appendix files both of which can be searched for key words.

Updating and revising the manual is a continuous process because of the ever-changing status of environmental issues and laws. While WSDOT endeavors to keep the EPM current, it is the user's responsibility to ensure that any action taken to comply with environmental laws and regulations is based on the most current information available. The manual lists web sites and agency contacts that can assist a user with this task. When changes are made, typically on an annual basis, WSDOT mails a CD of the new version to recipients of the previous version and makes the new version available on the ESO web site.

Comments and suggestions for improving the manual are welcome. Please use the feedback form in the back of the manual. Please direct comments to the Environmental Services Office (ESO) for consideration in the next revision. For questions about the manual, users may contact the ESO at 360-705-7491. For additional copies of the EPM, please contact Engineering Publications at the Transportation Building in Olympia, Washington (360-705-7430). Both offices are online via the WSDOT web site:

 <http://www.wsdot.wa.gov/>

Click on Environmental. Or click on Maps & Data, then Engineering Publications.

Or by direct link:

 <http://www.wsdot.wa.gov/environment/>

and

 <http://www.wsdot.wa.gov/fasc/EngineeringPublications/>

100.02 Organization of Manual

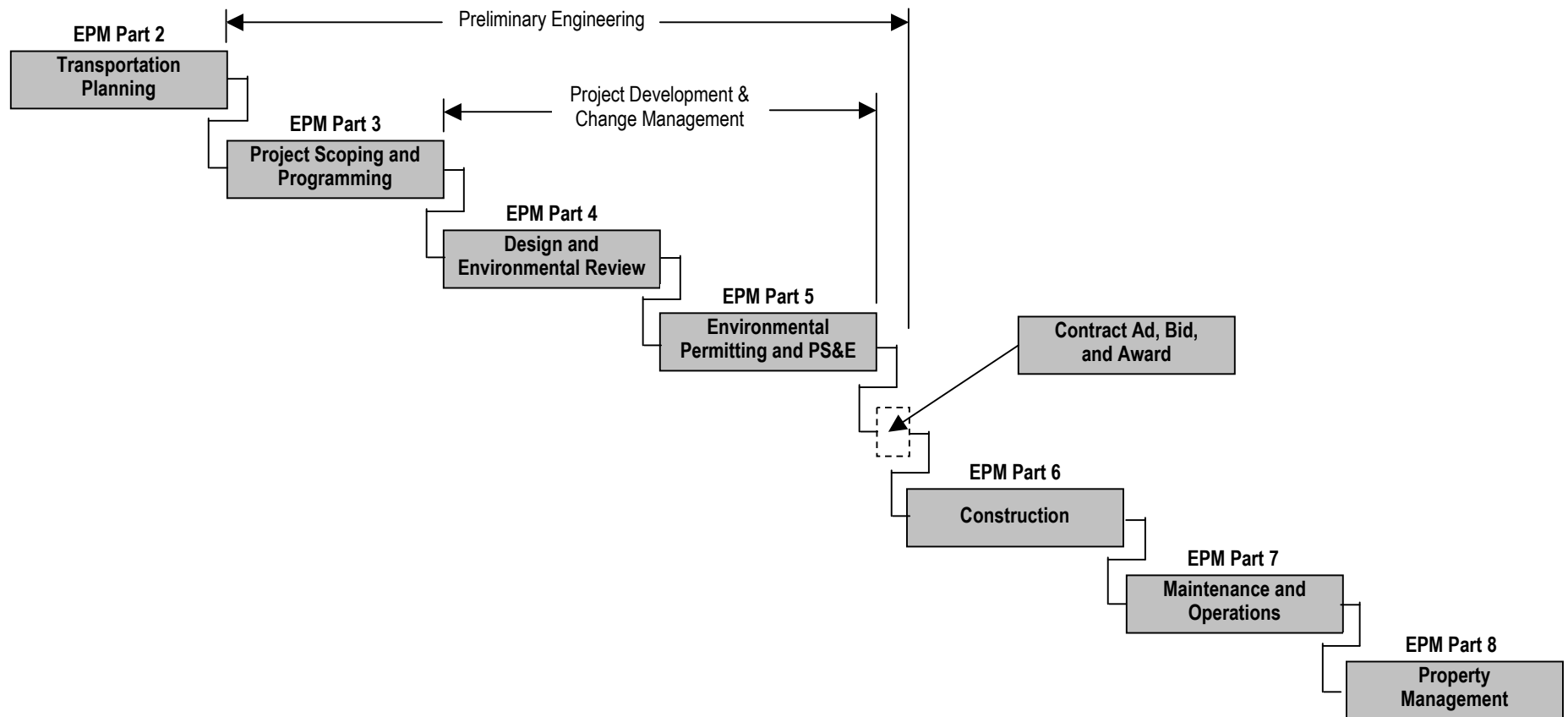
(1) Overview

The manual is organized to reflect the flow of a transportation project through all major phases of the WSDOT Transportation Decision-Making Process.

Figure 100-1 illustrates the relationship of the manual parts to the phases, and **Table 100-1** identifies the major activities associated with each phase, including major environmental activities. The manual's seven major parts each contain chapters that describe the phase and relevant environmental considerations or requirements during that phase. These are:

- Part 2 – Transportation Planning
- Part 3 – Project Scoping and Programming
- Part 4 – Design and Environmental Review
- Part 5 – Environmental Permitting and PS&E
- Part 6 – Construction
- Part 7 – Maintenance and Operations
- Part 8 – Property Management

Figure 100-1: Relationship of Environmental Procedures Manual to the WSDOT Transportation Decision-Making Process



**Table 100-1: WSDOT Environmental Procedures Manual
General Organization**

EPM	Project Phase	Planning/Engineering Activity	Environmental Activity
Part 1	Introduction		
Part 2	Transportation Planning	<ul style="list-style-type: none"> • WSDOT Transportation Planning Studies • Local, Metropolitan, and Regional Transportation Plans • Washington Transportation Plan (WTP) – 20 yrs – needs and objectives; fiscally constrained; includes system plans for state-owned highways, ferries, airports & other facilities with state interest 	<ul style="list-style-type: none"> • Identify and document environmental resources and mitigation opportunities while developing the WTP • Highway System Plan includes environmental retrofit program
Part 3	Project Scoping and Programming	<ul style="list-style-type: none"> • 10-yr Implementation Plan • Project Scoping and Project Summaries (project definition, design decision summary) • Project Scheduling • Cost Risk Assessment • Biennial review meeting (regions) • WSDOT budget to legislature • Statewide Transportation Improvement Program 	<ul style="list-style-type: none"> • Project Summaries include an environmental review summary (required permits and approvals, project environmental classification, environmental considerations) • Schedule environmental review and permitting • Consider environmental risks and opportunities • Revise environmental review summary if necessary
Part 4	Design and Environmental Review	<ul style="list-style-type: none"> • Design 	<ul style="list-style-type: none"> • EIS Scoping – public involvement & interagency coordination • Environmental studies and alternative/mitigation selection for NEPA/SEPA and permits
Part 5	Environmental Permitting and PS&E	<ul style="list-style-type: none"> • Rights-of-Way • Plans Specifications, and Estimates (PS&E) 	<ul style="list-style-type: none"> • Environmental permitting • Environmental commitment tracking
Part 6	Construction	<ul style="list-style-type: none"> • Contracting, construction management 	<ul style="list-style-type: none"> • Inspection, monitoring for environmental compliance • Use of Best Management Practices (BMPs)
Part 7	Maintenance and Operations	<ul style="list-style-type: none"> • Ongoing operation & maintenance 	<ul style="list-style-type: none"> • Inspection, monitoring for environmental compliance • Use of BMPs
Part 8	Property Management	<ul style="list-style-type: none"> • Utilities Accommodation • Evaluation of surplus property for transportation uses 	<ul style="list-style-type: none"> • Compliance assurance • Assessment of property for potential environmental uses, hazardous materials risk

(2) **Manual Appendices and Index**

For easy reference, the manual includes the following appendices, which compile information found in individual chapters:

- A – Abbreviations and Acronyms
- B – Glossary
- C – Web Site Reference Guide
- D – Environmental Statutes and Regulations
- E – Interagency Agreements
- F – Environmental Permits and Approvals
- G – For More Information (WSDOT and other agency contacts, map of WSDOT regions, and Process Improvement Form)

Another reader-friendly feature is the frequent cross-referencing to related information in other sections of the EPM, shown in bold face, e.g. **Part 2**, **Chapter 410**, **Section 520.03**, **Exhibit 620-1**. In addition, an index has been added to this edition of the EPM, showing page numbers where key subject matters are discussed.

100.03 Exhibits

None.